

Welcome to eVA's Email Training

Copyright © 2003, American Management Systems, Incorporated. All rights reserved. American Management Systems, Incorporated proprietary and confidential. This document contains proprietary and confidential information of Ariba, Inc.

Ariba and the Ariba Logo are registered trademarks of Ariba Inc. *buysense* is a registered trademark of American Management Systems, Incorporated. Microsoft, Microsoft Excel and Microsoft Internet Explorer are registered trademarks of Microsoft Corporation. Netscape is a registered trademark of Netscape, Incorporated.

To get the most out of this self-guided training, let's review some tips on how to work through the slides

Orientation - Tips for Self-Guided Training

Don't try and "rush through" the presentations . . .

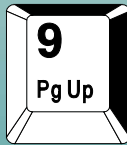
Read and study each screen for as long as you want . . .

Become familiar with it . . .

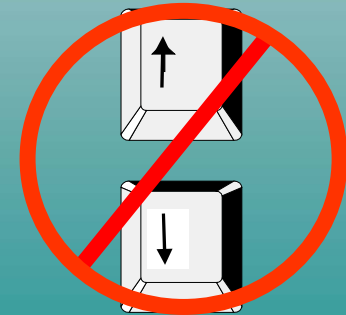
There is no time limit . . . you move at your pace and you control it

To move forward (or back) through the training program at any point, we recommend that you use your **Page Up and Page Down Keys**

Recommend



If you use your mouse, or other keys you will only go forward . . . and it can be more difficult to back up.



You can start doing this now if you wish



When you complete training on requisitions, you should be able to . . .


- **Create a requisition with orders to multiple vendors**
- **Find a registered Vendor for a non-catalog and catalog item**
- **Add a non-registered Vendor**
- **Use Mass Edit to apply the same vendor to all non-catalog items**
- **Print an order**

Requisitions: Creating a Requisition



Once you login to eVA, click the SHOP NOW link

Requisitions: Creating a Requisition



Welcome eVA Requestor1 last visit 1/14/2001 9:56 PM

Home Logout Preferences Toggle Time Toggle Currency Help

Approve

Needs Approval

0

Status

Composing

16

Submitted

1

Approved

0

Denied

0

Create

Requisition

Explore

Saved Searches

System Searches

Catalogs

Folders

Report

Saved Reports

Standard Reports

Reconcile

Charges

You can use the Swoosh screen or Process steps on the left side to create a new request

Receive


Approve

Status

Create

Explore

Welcome to eva



[Return to Portal](#)

Rev. 7/03

User Training - eVA standard

Requisitions 6

Requisitions: Step 1 - Add Title Screen



Welcome Caudill, Shane last visit

Home Logout Help

1 Add Title Next > Summary Exit

Requisition PR187483
Untitled Requisition

Requisition
Items: 0 Total: \$0.00000USD

1 Title ✓
2 Add Items
3 Accounting
4 Shipping
5 Comments
6 Approval Flow
Summary ✓

Enter a title for your requisition. You can change one or more of the other requisition fields, if desired. If you create the requisition on behalf of someone else, the accounting, shipping, and delivery information applies to that person. When you finish adding a title, click **Next** to add items.

Title - Requisition

Title: Untitled Requisition

On Behalf Of: Caudill, Shane +

Hold Until: 10

Use PCard: ☒ If you entered credit card information into eVA, you may deselect the box to generate a non-charge order.

Card: scaudi13456
(no value)
2003
(no value)
R01 +

Header Cross Reference:

Caution! Avoid use of this field; it may delay submission of your order

Enter your internal order # , if desired. (This appears on the eVA PO)

© 1996-2002 Ariba, Inc., All Rights Reserved.

Requisitions: Step 2 - Add Items



Home Logout Preferences Toggle Tips Toggle Currency Help

2 Add Items

Requisition PR187483
Untitled Requisition

< Prev Next > Summary Exit

Requisition
Items: 0 Total: \$0.00000USD

Add items to your requisition. You can add items from the catalog or from your favorites list, or enter details for non-catalog items. When you finish adding items, click **Next** to go to the next step in the process or **Summary** to review your request.

Catalog Non-Catalog Favorites Saved Searches

Lamps Search Entire catalog Current category Advanced

Catalog Home

- Contracts
 - Mandatory
 - Optional
- PunchOut Catalogs
- Building and Construction and Maintenance Services
 - Building support and maintenance and repair services
- Chemicals including Bio Chemicals and Gas Materials
 - Acids and their salts and esters
 - Additives
 - Bio chemicals
 - ...
- Commercial and Military and Private Vehicles and their Accessories and Components
 - Marine transport
 - Motor vehicles
 - Transportation components and systems
 - ...
- Defense and Law Enforcement and Security and Safety Equipment and Supplies
 - Conventional war weapons
 - Fire protection
 - Law enforcement
 - ...
- Domestic Appliances and Supplies and Consumer Electronic Products
- Apparel and Luggage and Personal Care Products
 - Clothing
 - Footwear
 - Luggage and handbags and packs and cases
 - ...
- Building and Construction Machinery and Accessories
 - Heavy construction machinery and equipment
- Cleaning Equipment and Supplies
 - Cleaning and janitorial supplies
 - Industrial laundry and dry cleaning equipment
 - Janitorial equipment
 - ...
- Communications and Computer Equipment and Peripherals and Components and Supplies
 - Communications and computer supplies
 - Hardware and accessories
 - Software
- Distribution and Conditioning Systems and Equipment and Components
 - Fluid and gas distribution
 - Heating and ventilation and air circulation
 - Industrial filtering and purification
 - ...
- Drugs and Pharmaceutical Products
 - Agents affecting water and electrolytes
 - Anti-infective drugs

You can search by “drilling” down into categories of various products OR you can do a keyword search

Let's assume you're searching for “Lamps”. Click the SEARCH Button after entering “Lamps”

Requisitions: Step 2 - Adding Items



All items containing the word "lamps" are returned

If you want to see lamp pictures, click this globe

If you want to select this item, click the Add button and the following screen appears...

Requisition PR187483
Untitled Requisition

Add items to your requisition
When you finish adding items, click the "Add" button.

Requisition
Items: 0 Total: \$0.00000USD

Details for non-catalog items.
Your request.

1 Title ✓
2 Add Items ✓
3 Accounting
4 Shipping
5 Comments
6 Approval Flow
Summary ✓

Catalog Non-Catalog Favorites Saved Searches

lamps Search Entire catalog Current category Advanced

Save Search Found over 600 items for lamps. Only the first 600 items in 10 categories were displayed.

Search Results Hide details View Results By: Relevance


Page 1 .. 40 >>>

Catalog Home


All items 1 - 15 of 600 matches

Container, French fry, glazed for grease ...*

Buy from Supplier

Supplier: [Virginia Distribution Center \(VDC\)](#) *
Contract Type: 1-Mandatory Source
Contract #: Mandatory-Src
Effective Date: Tue, 26 Mar, 2002
Contract Link: 
ETA(days): 0
Manufacturer Name:
Service Areas: ALL
P-Cards Accepted:

ADVANCE TRANSFORMER VEL-2S86 LAMP BALLAST 07263 \$27.11000USD / each Add

Supplier: [NOLAND COMPANY](#)
Contract Type: 2-Mandatory Contract
Contract #: 28560-30
Effective Date: Sun, 1 Dec, 2002
Contract Link: 
ETA(days): 21
Manufacturer Name: Advance Transformer
Service Areas: ALL
P-Cards Accepted: VISA AMEX

Requisitions: Step 2 - View Line Items



Welcome eVA Requestor1 last visit 1/11/2001 2:03 PM eVA

Home Logout Preferences Toggle Tips Toggle Currency Help

Requisition

- 1 Title ✓
- 2 Add Items ✓
- 3 Accounting
- 4 Shipping
- 5 Comments
- 6 Approval Flow
- Summary

View Line Items

Requisition PR192
Untitled Requisition

This screen displays after adding each item. You may continue to add new items and see all selected items on this screen.

i This is a summary of the items you have added to your request. If you change a quantity or price, click **Update Total** to recalculate the requisition total. When you are done, click **OK** to continue.

Items in this request: **1 - \$6.50USD**

No.	Type	Description	Qty	Unit	Price	Amount	Action
1		Lamp (Luxo/Ledu) black	1	each	\$6.50USD	\$6.50USD	Edit

Supplier: Central Stores Lamp (Luxo/Ledu) black
Contact: Central Stores
Commodity Code: Desk fixtures

Delete Copy

Total Cost: \$6.50USD

Update Total

If satisfied with item, click OK. You will be returned to the Add Items screen

OK

Requisitions: Step 2 - Adding Items



Requisition # R107400
Untitled Requisition

Requisition
Items: 0 Total: \$0.00000USD

Add items to your requisition. You can add items from the catalog or from your favorites list, or enter details for non-catalog items. When you finish adding items, click **Next** to go to the next step in the process or **Summary** to review your request.

Catalog Non-Catalog Favorites Saved Searches

lamps Search Entire catalog Current category Advanced

Save Search Found over 600 items for lamps. Only the first 600 items in 10 categories were displayed.

Search Results Hide details View Results By: Relevance

Page 1 .. 40 > >>

Catalog Home

All items 1 - 15 of 600 matches

Container, French fry, glazed for grease ...* Buy from Supplier

Supplier: [Virginia Distribution Center \(VDC\)](#) * Container, French fry, glazed for grease resistance, withstands heat from heat lamps. French fry design on outside of container. SFM12, 1000/case

Contract Type: 1-Mandatory Source

Contract #: Mandatory

Effective Date: Tue

Contract Link: ⓘ

ETA(days): 0

Manufacturer Name:

Service Areas: ALL

P-Cards Accepted:

ADVANCE TRANSFORMER

Supplier: [NOLAND](#)

Contract Type: 2-Mandatory

Contract #: 28560-00

Effective Date: Sun, 1 Dec, 2002

Contract Link: ⓘ

ETA(days): 21

Manufacturer Name: Advance Transformer

Service Areas: ALL

P-Cards Accepted: VISA AMEX

If you see a red asterisk next to the item description and "Buy from Supplier" button, this means you can 'punchout' directly to the supplier's website for selection of items. All items are then returned to your eVA requisition!

Requisitions: Step 2 - Adding Items



Requisition # R107400
Untitled Requisition

Requisition
Items: 0 Total: \$0.000000USD

Add items to your requisition. You can add items from the catalog or from your favorites list, or enter details for non-catalog items. When you finish adding items, click **Next** to go to the next step in the process or **Summary** to review your request.

Catalog Non-Catalog Favorites Saved Searches

Search Entire catalog Current category

Save Search Found over 600 items for lamps. Only the first 600 items in 10 categories were displayed.

[Advanced](#)

Search Results [Hide details](#) View Results By: Relevance

Page 1 .. 40 >>>

[Catalog Home](#)

All items 1 - 15 of 600 matches

Container, French fry, glazed for grease ...*

Supplier: [Virginia Distribution Center \(VDC\)](#) * Container, French fry design

Contract Type: 1-Mandatory Source

Contract #: Mandatory-Src

Effective Date: Tue, 26 Mar, 2002

Contract Link: ⓘ

ETA(days): 0

Manufacturer Name:

Service Areas: ALL

P-Cards Accepted:

ADVANCE TRANSFORMER VEL-2S86 LAMP BALLAST 07263 ⓘ \$27.110000USD / each [Add](#)

Supplier: [NOLAND COMPANY](#) ADVANCE TRANSFORMER VEL-2S86 LAMP BALLAST 07263

Contract Type: 2-Mandatory Contract

Contract #: 28560-30

Effective Date: Sun, 1 Dec, 2002

Contract Link: ⓘ

ETA(days): 21

Manufacturer Name: Advance Transformer

Service Areas: ALL

P-Cards Accepted: VISA AMEX

You can refine (narrow) your search using a variety of different parameters. Click the Advanced link.

Requisitions: Searching Catalogs



5 Comments

6 Approval Flow

Summary ✓

Catalog Non-Catalog Favorites Saved Search

< Back

Advanced Catalog Search

Search Reset

Search Parameters:

Keywords:

Commodity Code: (select a value)

Price: To:

Supplier: Lever Business Products, Inc.

Supplier Part Number:

Manufacturer Part Number:

Manufacturer:

Service Areas:

Contract #:

Contract Type:

Small Business: ☐ Yes ☐ No ☒ (no preference)

Woman Owned Business: ☐ Yes ☐ No ☒ (no preference)

Minority Business: ☐ Yes ☐ No ☒ (no preference)

Recycled Product: ☐ Yes ☐ No ☒ (no preference)

Hazardous Product:

P-Cards Accepted:

Note! You will NOT find a registered vendor in the catalog section UNLESS that vendor has a catalog!

Once your data is entered in the chosen field(s), click the SEARCH button

You can click the chooser buttons + to search for specific criteria

OR

You can enter your data directly into the open fields

Requisitions: Searching Catalogs



Your search brings back the desired results

Search Results [Hide details](#) View Results By:

[Catalog Home](#)

All items 1 - 4 of 4 matches

Purchase and/or service of all types of ... \$0.000000USD / each

Supplier: [Levere Business Products, Inc.](#) Purchase and/or service of all types of typewriters Call (804) 794-7402 for pricing.

Contract Type: 99

Contract #:

Effective Date: Fri, 31 May, 2002

Contract Link:

ETA(days): 5

Manufacturer Name:

Service Areas:

P-Cards Accepted: Visa; Master Card; AMEX

Lease, service, or purchase of all types of ... \$0.000000USD / each

Supplier: [Levere Business Products, Inc.](#) Lease, service, or purchase of all types of business equipment: Facsimiles, Photocopiers, Printers, Typewriters, Paper Handling Equipment (shredders, cutters, folders) Call (804) 794-7402 for pricing.

Contract Type: 99

Contract #:

Effective Date: Fri, 31 May, 2002

Contract Link:

ETA(days): 5

Manufacturer Name:

Service Areas: ALL

P-Cards Accepted: Visa; Master Card; AMEX

< Prev Next > Summary Exit

© 1996-2002 Ariba, Inc., All Rights Reserved.
[Support](#)

If you see ZERO dollar amount, call the vendor for your pricing and place the order as a NON-CATALOG order!

Requisitions: Non-Catalog Items



Welcome Kemper, Gail last visit 7/16/2003 3:51 PM

Home

2 Add Item

Requisition PR19510
ER30-migration test

Items: 2 Total: \$510.00000USD

Catalog **Non-Catalog** Favorites Saved Searches

Search Entire catalog Current category Advanced

Catalog Home

- Contracts
 - Mandatory
 - Optional
 - Agency Specific
- PunchOut Catalogs
- Building and Construction and Maintenance Services
 - Building support and maintenance and repair services
- Chemicals including Bio Chemicals and Gas Materials
 - Acids and their salts and esters
 - Additives
 - Bio chemicals
 - ...
- Commercial and Military and Private Vehicles and their Accessories and Components
 - Marine transport
 - Motor vehicles
 - Transportation components and systems
 - ...
- Defense and Law Enforcement and Security and Safety Equipment and Supplies
 - Conventional war weapons
 - Fire protection
 - Law enforcement
 - ...
- Domestic Appliances and Supplies and Consumer Electronic Products
 - Bedclothes and table and kitchen linen and towels
 - Consumer electronics
 - Domestic appliances
 - ...
- Editorial and Design and Graphic and Fine Art Services
- Purchasing Agreement
- Apparel and Luggage and Personal Care Products
 - Clothing
 - Footwear
 - Luggage and handbags and packs and cases
 - ...
- Building and Construction Machinery and Accessories
 - Heavy construction machinery and equipment
- Cleaning Equipment and Supplies
 - Cleaning and janitorial supplies
 - Industrial laundry and dry cleaning equipment
 - Janitorial equipment
 - ...
- Communications and Computer Equipment and Peripherals and Components and Supplies
 - Communications and computer supplies
 - Hardware and accessories
 - Software
- Distribution and Conditioning Systems and Equipment and Components
 - Fluid and gas distribution
 - Heating and ventilation and air circulation
 - Industrial filtering and purification
 - ...
- Drugs and Pharmaceutical Products
 - Agents affecting water and electrolytes
 - Anti infective drugs
 - Central nervous system drugs
 - ...
- Education and Training Services

Let's run through an example of this . . .

You need to purchase a [laser printer](#) from a company called “**Ultrect**”

You have already searched the catalogs and did not find it.

You click on the Non-Catalog tab to enter what you want.

Requisitions: Non-Catalog Items



Welcome Lancaster, Marion last visit 3/23/2001 9:04 AM

Home Logout Preferences Toggle Tips Toggle Currency Help

Requisition

- 1 Title
- 2 Add Items** ✓
- 3 Accounting
- 4 Shipping
- 5 Comments
- 6 Approval Flow
- Summary ✓

2 Add Items

Requisition PR910
Laser Printer

< Prev Next > Summary Exit

Requisition
Items: 0 Total: \$0.00USD

Catalog **Non-Catalog** Favorites Saved Searches

Full Description: Newly released Laser Printer from Ultrect Computing, Inc.

*Commodity Code: Laser printers

Quantity: 1

Unit of Measure: each

Price: \$0.00USD

Amount: \$0.00USD

Supplier: (No Preference)

Contact: (no value)

Contract Number:

Add Item Update Total

< Prev Next > Summary Exit

Fill in description of the item you're ordering

If you click the chooser button to select a commodity, the next screen appears

* Indicates required field

© 1996-2000 Ariba, Inc. All Rights Reserved

Requisitions: Select Commodity



eVA Welcome Test5, Virginia last visit 10/25/2001 9:19 AM **buysense**

Home Logout Preferences Toggle Tips Toggle Currency Help

Requisition

- 1 Title
- 2 Add Items ✓
- 3 Accounting
- 4 Shipping
- 5 Comments
- 6 Approval Flow
- Summary ✓

Choose Value for Commodity Code

Click **Select** to select the desired value to your request, or enter a value in the search field and click **Search** to retrieve a list of valid values. You can also click a page number to display the values that appear on that page, and then make your selection(s).

⚠ There are too many matches to display the entire list. Please refine your search criteria and try again.

Field: Name

Name	Action
There are no items to display.	

Type "Laser Printer". Click the Search button

eVA Welcome Test5, Virginia last visit 10/25/2001 9:19 AM **buysense**

Home Logout Preferences Toggle Tips Toggle Currency Help

Requisition

- 1 Title
- 2 Add Items ✓
- 3 Accounting
- 4 Shipping
- 5 Comments
- 6 Approval Flow
- Summary

Choose Value for Commodity Code

Click **Select** to select the desired value to your request, or enter a value in the search field and click **Search** to retrieve a list of valid values. You can also click a page number to display the values that appear on that page, and then make your selection(s).

Field: Name

Name	Action
Laser printers	<input type="button" value="Select"/>

When your commodity item appears, click Select button.

Requisitions: Non-Catalog Items



Welcome Lancaster, Marion last visit 3/23/2001 9:04 AM

Home Logout Preferences Toggle Tips Toggle Currency Help

Requisition

1 Title
2 Add Items ✓
3 Accounting
4 Shipping
5 Comments
6 Approval Flow
Summary ✓

2 Add Items < Prev Next > Summary Exit

Requisition PR910
Laser Printer

Requisition
Items: 0 Total: \$0.00USD

Catalog Non-Catalog Favorites Saved Searches

Full Description: Newly released Laser Printer from Ultrect Computing, Inc.

*Commodity Code: Laser printers
+
! The common commodity code needs to be set.

Quantity: 1
Unit of Measure: each +
Price: \$0.00USD +
Amount: \$0.00USD

Supplier: (No Preference) +
Contact: (no value)
Contract Number:

Add Item Update Total

< Prev Next > Summary Exit

© 1996-2000 Ariba, Inc., All Rights Reserved.

Click the **chooser** [+] button to see if "Ultrect" is a registered vendor

Requisitions: Non-Catalog Supplier



Welcome Lancaster, Marion last visit 3/22/2001 2:05 PM

buysense

HomeLogoutPreferencesToggle TipsToggle CurrencyHelp

Requisition

1 Title

2 Add Items ✓

3 Accounting

4 Shipping

5 Comments

6 Approval Flow

Summary ✓

Choose Value for Supplier

Field: Company

Enter "Ultrect" and click on SEARCH

Company	Action
(no value)	<input type="button" value="Select"/>
A-Plus Computer Education, Inc	<input type="button" value="Select"/>
AAA Printing Company	<input type="button" value="Select"/>
ACME Commerce	<input type="button" value="Select"/>
ACTION MOVERS	<input type="button" value="Select"/>
Ab's Welding And Fabricating Inc	<input type="button" value="Select"/>
Advent Computing, Inc	<input type="button" value="Select"/>
Airguard	<input type="button" value="Select"/>
All Pro Services	<input type="button" value="Select"/>
American Homepatient Inc	<input type="button" value="Select"/>
American Homepatient Inc/Conpharm Home	<input type="button" value="Select"/>
American Management Systems	<input type="button" value="Select"/>
Ameriphone	<input type="button" value="Select"/>
Anderson	<input type="button" value="Select"/>

Note: If a vendor is Registered, it will show in the list for you to select it.

Cancel

© 1996-2000 Ariba, Inc., All Rights Reserved.
[Support](#)

Requisitions: Non-Catalog Supplier



Welcome Test5, Virginia last visit 10/25/2001 9:19 AM

Home Logout Preferences Toggle Tips Toggle Currency Help

Requisition

- 1 Title
- 2 Add Items ✓
- 3 Accounting
- 4 Shipping
- 5 Comments
- 6 Approval Flow
- Summary

Choose Value for Supplier

Click **Select** to select the desired value to your request, or enter a value in the search field and click **Search** the values that a

Since "Ultrect" was not found they are not registered

No match. Clear the search field to retrieve all available matches.

Field: Company

Company	Action
There are no items to display.	

PROCEED WITH CAUTION!!!

If you place an order to a non-registered eVA vendor, your organization is at risk to pay the 1% order fee if it cannot be collected from the vendor.

If you click NEW, company info will need to be entered on several different screens, as shown on the following slides.

Requisitions: Non-Catalog Supplier



Ariba Custom Object - Microsoft Internet Explorer

Address <https://buys-www-01.buysense.com/Ariba/Buyer/aw?null=awsn&aws=Nlu0WBn7PkSp4u1a&awr=j>

Welcome Kemper, Gail last visit 7/14/2003 3:11 PM

Home Logout Preferences Toggle Tips Toggle Currency Help

Create Suggested Supplier

Company:
! Value must be set.

Customer ID:

Company web site:

Notes:

Currency: (no value) +

Dispatch:

Carrier:

Carrier Method:

Terms of Payment:

Save Cancel

The COMPANY name is the only required field on this screen; all other fields are optional.

Click SAVE !

© 1996-2002 Ariba, Inc., All Rights Reserved.

Done

Start Citrix Program Neigh... Inbox - Microsoft Ou... Ariba Custom Obje... eVA-Lite - Microsoft I... Microsoft PowerPoint... 3:24 PM

Requisitions: Non-Catalog Supplier



Welcome Lancaster, Marion last visit 3/22/2001 2:05 PM

buysense

Home Logout Preferences Toggle Tips Toggle Currency Help

Requisition

- Title
- Add Items ✓
- Accounting
- Shipping
- Comments
- Approval Flow
- Summary ✓

Choose Value for Supplier Cancel

Field: Company Search New

Page 1 .. 14 ▶▶

Company	Action
Ultrect	Select
(no value)	Select
A-Plus Computer Education, Inc	Select
AAA Printing Company	Select
ACME Commerce	Select
ACTION MOVERS	Select
Ab's Welding And Fabricating Inc	Select
Advent Computing, Inc	Select
Airguard	Select
All Pro Services	Select
American Homepatient Inc	Select
American Homepatient Inc/Conpharm Home	Select
American Management Systems	Select
Ameriphone	Select

Cancel

Now the supplier is added

Click SELECT

Requisitions: Non-Catalog Supplier



Requisition

- 1 Title ✓
- 2 Add Items ✓
- 3 Accounting
- 4 Shipping
- 5 Comments
- 6 Approval Flow
- Summary

2 Add Items

< PrevNext >SummaryExit

Requisition PR988
Laser Printer

Requisition
Items: 0 Total: \$0.00USD

CatalogNon-CatalogFavoritesSaved Searches

Full Description: New released laser printer from Ultratec Computing

*Commodity Code: Laser printers+Quantity: 1

Supplier: Ultratec+Unit of Measure: each+Price: \$0.00USD+Amount: \$0.00USD

Contact: (no value)+Value is not equal to target value (\$)
The value is not acceptable.

Contract Number:

Add ItemUpdate Total

* Indicates required field

< PrevNext >SummaryExit

© 1996-2000 Ariba, Inc., All Rights Reserved.
Support

Company "contact" (address) information must now be added. Click the **chooser** [+] button

Requisitions: Non-Catalog Supplier



Ariba Chooser - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Full Screen

Address <http://ams-sun-cust-11.digisle.net:3301/Ariba/Buyer/aw?null=awsn&aws=pUDRjF6ulkF5q3Pa&awr=g> Go

eVA Welcome Dix, Douglas last visit 3/28/2001 2:15 PM **buysense**

Home Logout Preferen

Requisition

- 1 Title ✓
- 2 Add Items ✓
- 3 Accounting
- 4 Shipping
- 5 Comments
- 6 Approval Flow
- Summary

Choose Value for Con

Since you're entering NEW data for Ultrect, click NEW

! No valid choices are available.

Field: Preferred Ordering Method Search New

Preferred Ordering Method	Name	Street	City	State	Contact	Action
There are no items to display.						

Cancel

Cancel

If this was a Registered vendor, all ordering addresses for this vendor would display and you would click a Select button to choose one.

Requisitions: Non-Catalog Supplier



Name:
! Value must be set.

Street:
! Value must be set.

City:
! Value must be set.

State:
! Value must be set.

Postal Code:
! Value must be set.

Country: +

Contact:
! Value must be set.

E-mail:
! Email and/or Phone must be entered.

Phone:
! Email and/or Phone must be entered.

Fax:

Tax Id Number:
! Value must be set.

Preferred Ordering Method: Print

Enter all fields as noted by an exclamation mark



Click SAVE

Requisitions: Non-Catalog Supplier



Welcome Lancaster, Marion last visit 3/22/2001 2:05 PM

Home Logout Preferences Toggle Tips Toggle Currency Help

Requisition

- 1 Title
- 2 Add Items ✓
- 3 Accounting
- 4 Shipping
- 5 Comments
- 6 Approval Flow
- Summary ✓

Choose Value for Contact

Field: Preferred Ordering Method Search New

Preferred Ordering Method	Name	Street	City	State	Contact	Action
Printing	Ultrect	3123 Falcon Dr.	Richmond	VA		Select

Cancel

Click SELECT and the next screen will appear

Requisitions: Non-Catalog Item



Add Items - Microsoft Internet Explorer

Address: <https://buys-www-01.buysense.com/Ariba/Buyer/aw?i73v0b1001000=awsn&aws=Nlu0WBn7PkSp4u1a&awr=15>

Welcome Kemper, Gail last visit 7/14/2003 3:11 PM

Home Logout Preferences Toggle Tips Toggle Currency Help

Requisition

- 1 Title
- 2 Add Items ✓
- 3 Accounting
- 4 Shipping
- 5 Comments
- 6 Approval Flow
- Summary ✓

2 Add Items < Prev Next > Summary Exit

Requisition PR195107
ER30-migration test

Requisition
Items: 1 Total: \$10.00000USD

Catalog Non-Catalog Favorites Saved Searches

Full Description: New released laser printer from Ultratec Computing

*Commodity Code: Laser printers +

Supplier: Ultratec +

Contact: Ultratec +

Supplier Part Number:

Contract Number:

Supplier Auxiliary Part ID:

Quantity: 1

Unit of Measure: each +

Price: \$0.00000US +

Amount: \$0.00000USD

Add Item Update Total

* Indicates required field

< Prev Next > Summary Exit

© 1996-2002 Ariba, Inc., All Rights Reserved.

Enter the quantity,
unit of measure
(UOM) and price.

If unsure of the
UOM, click the
chooser button to
search (see next
slide)

If you know the contract #, key here

Requisitions: Unit of Measure



Welcome Test5, Virginia last visit 10/25/2001 9:19 AM

Home Logout Preferences Toggle Tips Toggle Currency Help

Requisition

Choose Value for Unit of Measure [Cancel]

Click **Select** to select the desired value to your request, or enter a value in the search field and click **Search** to retrieve the values that appear on the display

Change to NAME

Field: Name [Each] Search

Type in "Each" & click SEARCH

Symbol	Name	Action
EA	each	Select

Click SELECT when your choice displays.

[Cancel]

Requisitions: Non-Catalog Item



File Edit View Favorites Tools Help

Address <https://buys-www-01.buysense.com/Ariba/Buyer/aw?null=awsn&aws=Nlu0WBn7PkSp4u1a&awr=1c> Go Back Links

Welcome Kemper, Gail last visit 7/14/2003 3:11 PM

Home Logout Preferences Toggle Tips Toggle Currency Help

Requisition

1 Title
2 Add Items ✓
3 Accounting
4 Shipping
5 Comments
6 Approval Flow
Summary ✓

2 Add Items < Prev Next > Summary Exit

Requisition PR195107
ER30-migration test

Requisition
Items: 1 Total: \$10.00000USD

Catalog Non-Catalog Favorites Saved Searches

Full Description: New released laser printer from Ultratec Computing

*Commodity Code: Laser printers + Supplier Auxiliary Part ID:

Supplier: Ultratec + Quantity: 1

Contact: Ultratec + Unit of Measure: each +

Supplier Part Number: Price: \$500.000000 +

Contract Number: Amount: \$0.000000USD

Add Item Update Total

* Indicates required field

Complete your item by entering the price in the price field and then click ADD Item.

It's VERY important to click ADD Item; otherwise your data will be lost!

Requisitions: Non-Catalog Item



You are now on the View Line Items screen

Requisition

- 1 Title
- 2 Add Items ✓
- 3 Accounting
- 4 Shipping
- 5 Comments
- 6 Approval Flow
- Summary ✓

View Line Items

Requisition PR910
Laser Printer

☐ No. **Type** **Description** **Qty** **Unit** **Price** **Amount** **Action**

<input type="checkbox"/>	1		Newly release Laser Printer from Ultrect ...	1	Each	\$500.00USD	500.00USD	Edit
--------------------------	---	--	--	---	------	-------------	-----------	------

Supplier: Ultrect
Contact: Ultrect
Commodity Code:
Contract Number:

Newly release Laser Printer from Ultrect Computing, Inc.

500.00USD
Update Total

To add items to same vendor, check the box next to item and click COPY. Once duplicated, click EDIT and change the QTY, PRICE, and DESCRIPTION.

If done adding items, click Shipping (Step 4) Skip Step 3 (Accounting)

To add item(s) for a different vendor, click the Add Items button

Add Items Next > Summary

Requisitions: Step 4 - Add Shipping Details



Your default shipping address appears.

01 2:03 PM eVA

buysense

Home Logout Preferences Toggle Tips Toggle Currency Help

4 Add Shipping Details

< Prev Next > Summary Exit

Requisition PR192
Untitled Requisition

1 Title ✓
2 Add Items ✓
3 Accounting ✓
4 Shipping ✓
5 Comments
6 Approval Flow
Summary

4 Add Shipping Details

Enter shipping information for the entire request.

Shipping - Entire Requisition

Ship To: VDH OFFICE OF PURCHASING & GENERAL SERVICES +
Deliver To: eVA Requestor1
Need-by Date: 10

Expand **Shipping - by Line Item** to enter different shipping details for each line item.

Shipping - by Line Item

You may choose to ship to different addresses at the item level.

If you submitted multiple shipping addresses to DPS, another address may be selected for the entire order ...OR

Let's look at how to change your shipping address.....

< Prev Next > Summary Exit

Requisitions: Step 4 - Add Shipping Details



When you click the chooser button from the previous screen, enter your Organization Number or your county/city/town name in the search field and then click SEARCH

Home Logout Preferences Toggle Tips Toggle Currency Help

Requisition

- 1 Title
- 2 Add Items
- 3 Accounting
- 4 Shipping ✓
- 5 Comments
- 6 Approval Flow
- Summary ✓

Choose Value for Ship To

Field: Name L540-74 Search

Name	Street	City	State	Contact	Action
L540-74 Charlottesville City Schools-Burnley Moran Elementary	1300 Long Street	Charlottesville	VA		Select
L540-74 Charlottesville City Schools-Clark Elementary	1000 Belmont Avenue	Charlottesville	VA		Select
L540-74 Charlottesville City Schools-Greenbrier Elementary	2228 Greenbrier Drive	Charlottesville	VA		Select
L540-74 Charlottesville City Schools-Jackson Via Elementary	508 Harris Road	Charlottesville	VA		Select
L540-74 Charlottesville City Schools-Johnson Elementary	1645 Cherry Avenue	Charlottesville	VA		Select
L540-74 Charlottesville City Schools-Venable Elementary	406 14th Street, N.W.	Charlottesville	VA		Select
L540-74 Charlottesville City Schools-Walker Upper Elementary	1564 Dairy Road	Charlottesville	VA		Select
L540-74-Charlottesville City Schools-Buford Middle	617 9th Street, S.W.	Charlottesville	VA		Select
L540-74-Charlottesville City Schools-Charlottesville High	1400 Melbourne Road	Charlottesville	VA		Select

Cancel

When you see your desired address, click SELECT

© 1996-2002 Ariba, Inc., All Rights Reserved.
[Support](#)

Done

Start Citrix Program Neigh... Inbox - Microsoft Ou... Microsoft PowerPoin... Microsoft PowerPoin... Ariba Chooser - M... Internet 10:01 AM

Requisitions: Step 4 - Add Shipping Details



Address https://buys-www-01.buysense.com/Ariba/Buyer/aw?i73v0_1v1001000=awsn&aws=b29y18nA7kLmJa53&awr=e Go Back Links

Welcome Kemper, Gail last visit 7/15/2003 7:35 AM

Home Logout Preferences Toggle Tips Toggle Currency Help

Requisition **4 Add Shipping Details** < Prev Next > Summary Exit

1 Title
2 Add Items
3 Accounting
4 Shipping ✓
5 Comments
6 Approval Flow
Summary ✓

Shipping - Entire Requisition

Ship To: L540-74 Charlottesville City Schools-Johnson Elementary +

Deliver To: Gail Kemper

Need-by Date: 10

Shipping - by Line Item

Items in this request: 3

No.	Type	SR	Description	Qty	Unit	Price	Amount
-----	------	----	-------------	-----	------	-------	--------

5.60000USD

When you select a different address, as shown on the previous slide, it appears

Let's look how you can enter comments or attachments on your order...Click Comments or Next

Requisitions: Step 5 - Add Comments



Welcome eVA Requestor1 last visit 1/11/2001 2:03 PM eVA

Home Logout Preferences Toggle Tips Toggle Currency Help

Requisition

- 1 Title ✓
- 2 Add Items ✓
- 3 Accounting ✓
- 4 Shipping ✓
- 5 Comments ✓**
- 6 Approval Flow
- Summary

5 Add Comments

Text > Summary Exit

Requisition
Items: 1 Total: \$6.50USD

To show Comments & Attachments on the PO to the vendor, this checkbox MUST be checked!

Use comments for internal use OR as a public note to the vendor (limit: 255 characters)

You can also include attachments on your order- (any document type; up to 4 MB)

Comments or Attachments can be also be added at the Line Item level

Click Next or Approval Flow to continue

Your company may require you to justify your purchase request desired.

Comments - Entire Requisition

Lamp is to replace one damaged in hurricane.

Comments:

☒ include comment on purchase orders

Add Attachment

Expand **Add Comments - by Line Item** to add comments to individual line items.

Comments - by Line Item

Requisitions: Step 6 - Approval Flow



Welcome eVA Requestor last visit 1/23/2001 11:35 AM

Home Logout Preferences Toggle Tips Toggle Currency Help

Requisition

- 1 Title ✓
- 2 Add Items ✓
- 3 Accounting ✓
- 4 Shipping
- 5 Comments
- 6 Approval Flow ✓**
- Summary ✓

6 Approval Flow

Requisition PR445
Untitled Requisition

The approval flow diagram is displayed below.

Approval Flow - Requisition PR445

Legend: Pending Active Approved Denied Optional

PR445 → eVA Supervisor → ☐ Approved

Typically with local public entities (non-state agency), there is approval flow only when the vendor cannot accept electronic orders. If your name appears in this box, approve the order and print and fax/mail the order (covered later)

Click Summary or Next to finalize your requisition

Requisition
Items: 1 Total: \$6.50USD

Requisitions: Summary



This screen allows you to review the full requisition before submitting it

Home

Logout

Preferences

Toggle Tips

Toggle Currency

Help

Requisition

1 Title

2 Add Items

3 Accounting

4 Shipping

5 Comments

6 Approval Flow

Summary

Summary

Requisition PR445
Office Lamp Order

Requisition
Items: 1 Total: \$6.50USD

This is a summary of your current requisition. Review the information to be sure it is correct. You can go back to any previous step to change the information. When you are finished, click **Submit** to submit the request for approval.

Form Approval Flow

Title - Requisition

Title: Office Lamp Order

On Behalf Of: eVA Requestor

Hold Until: 10

Agency: 194

FY: 2001

Entity Header Cross Reference:

Line Items

Add items | Edit items

No.	Type	Description	Qty	Unit	Price	Amount	Action
1		LOT 8 - 080 HAMMERMILL, TIDAL MP, 8 1/2 X 11, ...	1	thousand	\$4.33USD	\$4.33USD	Edit

Supplier: XPEDX
Contact: xpedx
Commodity Code: Other Printing and writing paper

LOT 8 - 080 HAMMERMILL, TIDAL MP, 8 1/2 X 11, 20LB, WHITE, CASE QUANTITY: 5000 SHEETS

Let's see what this powerful feature can do before you submit your requisition!

Requisitions: Non-Catalog - Example



Use this Mass Edit function prior to submitting the requisition to make the same changes to multiple lines. Very helpful when doing a non-catalog order where you need to order multiple items from the same vendor.

Summary - Microsoft Internet Explorer

Address: <https://buys-www-01.buysense.com/Arifa/Buyer/aw?null=awsn&aws=b29y18nA7kLmJa53&awr=13>

Header Cross Reference:

Line Items

Click Edit Items

[Add items](#) [Edit items](#)

No.	Type	SR	Description	Qty	Unit	Price	Amount	Action
1			Laser Printer	1	each	\$500.00000USD	\$500.00000USD	Edit
Supplier: Lever Business Products, Inc. Laser Printer Contact: LBP Commodity Code: Laser printers Contract Number: Bill To: See Comments								
2			MOSQUITO LARVICIDE, BONIDE™, 550 GAL. DRUM, ...	1	gallon (US)	\$5.80000USD	\$5.80000USD	Edit
Supplier: Van Waters & Rogers MOSQUITO LARVICIDE, BONIDE™, 550 GAL. DRUM, PRICE PER CONTAINER SIZE: \$319.00/DRUM Contact: Univar - Richmond Commodity Code: Mosquito management or control services Contract Number: 1903602-30 Bill To: See Comments								
3			MOSQUITO LARVICIDE, BONIDE™, 550 GAL. DRUM, ...	1	gallon (US)	\$5.80000USD	\$5.80000USD	Edit
Supplier: Van Waters & Rogers MOSQUITO LARVICIDE, BONIDE™, 550 GAL. DRUM, PRICE PER CONTAINER SIZE: \$319.00/DRUM Contact: Univar - Richmond Commodity Code: Mosquito management or control services Contract Number: 1903602-30 Bill To: See Comments								

Total Cost: \$511.60000USD

Done

Start | Citrix Program Neigh... | Inbox - Microsoft Ou... | Microsoft PowerPoin... | Summary - Micro...

Internet 10:57 AM

Requisitions: Non-Catalog - Example



Notice that there are 3 steps in the **Mass Edit** process . . .

After checking the lines you want to edit, click **NEXT** to proceed to the Edit Items screen

Welcome Moderate, Shoppera last visit 11/13/2001 6:14 PM

Home Logout Preferences Toggle Tips Toggle Currency Help

Mass Edit

- 1 Title ✓
- 2 Add Items ✓
- 3 Accounting
- 4 Shipping
- 5 Comments
- 6 Approval Flow
- Summary ✓
- Select Items** ✓
- Edit Items
- Review

Select Items Next > Summary Cancel

Please select at least one item to mass edit. Click **Next** to continue.

<input type="checkbox"/>	No.	Type	Description	Qty	Unit	Price	Amount
<input checked="" type="checkbox"/>	1		HP High end Fascimile	1	each	\$956.00USD	\$956.00USD
<input checked="" type="checkbox"/>	2		HP Laser Printer	1	each	\$2,000.00USD	\$2,000.00USD

Next > Summary Cancel

Requisitions: Mass Edit - Edit Items



Only the first item you selected will be used to effect change for the remaining selected items. (Changes apply to all lines selected.)

Home Logout Preferences Toggle Tips Toggle Currency Help

Mass Edit

Edit Items

< Prev **Next >** Summary Cancel

Requisition PR62
Untitled Requisition

Requisition
Items: 2 Total: \$2,956.00USD

Please modify the necessary fields. Click Next

Requisition item 1 is used as the sample item

Line Item Details

Supplier: Ultratec +

Contact: Ultratec

Commodity Code: Other Office machine accessories +

Contract Number:

Accounting - by Line Item

Fund: +

Program: (no value) +

Object: (no value) +

Done

Start POPUP eVA-Lite GroupWise - Mailbox Microsoft PowerPoi... Edit Items - Micr... 3:44 PM

Requisitions: Mass Edit - Review Modified Fields



Welcome Moderate, Shoppera last visit 11/13/2001 6:14 PM

Home Logout Preferences Toggle Tips Toggle Currency Help

Mass Edit

- 1 Title ✓
- 2 Add Items ✓
- 3 Accounting
- 4 Shipping
- 5 Comments
- 6 Approval Flow

Review Modified Fields

< Prev **OK** Cancel

Requisition PR62
Untitled Requisition

Requisition
Items: 2 Total: \$2,956.00USD

If acceptable, click OK

These are the fields you have modified. To confirm **Cancel**.

Requisition item 1 is used as the sample item for mass edit.

Old Value	New Value
Supplier	
Ultratect	Levere Business Products
Contact	
Ultratect	LBP

< Prev OK Cancel

You can now review your changes for accuracy

Review Modified ... 3:47 PM

Requisitions: Summary



Home Logout Preferences Toggle Tips Toggle Currency Help

Requisition

Summary

Requisition PR193777
UNIVAR

Requisition
Items: 3 Total: \$511.600000USD

Form Approval Flow

Once satisfied your requisition is complete and accurate, click Submit

1 Title
2 Add Items
3 Approvals
4 Comments
5 Comments
6 Approval Flow
Summary ✓

Title: Office Lamp and Laser Printer

On Behalf Of: Kemper, Gail

Hold Until: 10

Entity Code: (no value)

Fiscal Year: 2004

Sub-Entity: (no value)

PO Category: R01

Header Cross Reference:

Line Items

[Add items](#) | [Edit items](#)

No.	Type	SR	Description	Qty	Unit	Price	Amount	Action
1			Laser Printer	1	each	\$500.000000USD	\$500.000000USD	Edit
Supplier: Levere Business Products, Inc. Laser Printer								
Contact: LBP								
Commodity Code: Laser printers								
Contract Number:								
Bill To: See Comments								
2			MOSQUITO LARVICIDE, BONIDE™, 550 GAL. DRUM, ...	1	gallon (US)	\$5.800000USD	\$5.800000USD	Edit
Supplier: Van Waters & Rogers MOSQUITO LARVICIDE, BONIDE™, 550 GAL. DRUM, PRICE PER								

Requisitions: Submitting a Requisition



The screenshot shows the eVA web application interface. At the top, there is a header bar with the eVA logo on the left, a welcome message 'Welcome eVA Requestor1 last visit 1/11/2001 2:32 PM eVA' in the center, and the 'buysense' logo on the right. Below the header is a navigation menu with links: Home, Logout, Preferences, Toggle Tips, Toggle Currency, and Help. The main content area is titled 'New Requisition - Submitted'. A message box with an information icon states: 'Your request has been submitted for approval. You can view the status or the approval flow to see where the request is in the process.' Below this, a red-bordered box highlights the text 'PR198 - Multi-item Requisition has been submitted.' A red arrow points from this box to a list of actions: 'Print a copy of this request', 'View the status of your request', 'Create a new request', and 'Return to the Ariba Buyer Home Page'. Another red-bordered box on the right contains the text: 'This is NOT your order number --- You will find your order number in the following slides. Click "View the status of your request".' A red arrow points from this box to the 'View the status of your request' link in the list.

This screen appears once your requisition has been submitted

Welcome eVA Requestor1 last visit 1/11/2001 2:32 PM eVA

Home Logout Preferences Toggle Tips Toggle Currency Help

New Requisition - Submitted

Your request has been submitted for approval. You can view the status or the approval flow to see where the request is in the process.

PR198 - Multi-item Requisition has been submitted.

- [Print](#) a copy of this request
- [View](#) the status of your request
- [Create](#) a new request
- Return to the Ariba Buyer [Home](#) Page

This is NOT your order number --- You will find your order number in the following slides. Click "View the status of your request".

Requisitions: Submitted



File Edit View Favorites Tools Help

Address <https://cust-9.buysense.com/Ariba/Buyer/aw?ih73701000=awsn&aws=UkDz39KOFqTO8jhx&awr=1k> Go Back Links

Welcome test15, uat last visit 7/11/2003 4:25 PM

Home Logout Preferences Toggle Tips Toggle Currency Help

PR11964 - Lamp and Laser Printers Status: Ordering

These are the details of the request you selected. Depending on its status, you can edit, change, cancel, or submit the request for approval. You can also copy the request and print the details. Review your request and take the desired action(s).

Back

Cancel Requisition Print

Form Approval Flow Orders Receipts History

There are no approvals required.

Back

© 1996-2002 Ariba, Inc., All Rights Reserved.
[Support](#)

Done Internet

Let's find your order—click Approved

Since there are no approvals (unless order needs to be printed), your screen will display this message.

Requisitions: Submitted



Ariba Request Status - Microsoft Internet Explorer

Address: <https://cust-9.buysense.com/Ariba/Buyer/aw?ih30204be000=awsn&aws=UKDz39KOFqTO8jhx&awr=11>

Status

- Composing 20
- Submitted 11
- Approved 13**
- Denied 2
- Show All 46

Approved

This is a summary of the items you have requested. Click an **ID** to display details for the associated request. You can select one or more items to move to the designated folder.

Requests in progress: 13

Type	ID	Date Created	Status	Title	Amount
	PR11435-v3	Fri, 13 Jun, 2003	Ordered	digital camera	\$550.00000USD
	PR12394	Tue, 13 May, 2003	Ordered	sher's 5/13/03 test	\$348.50000USD
	PR12207	Fri, 2 May, 2003	Ordered	Angela's and Sandy's Paper	\$333.80000USD
	PR11964	Wed, 16 Apr, 2003	Ordering	Lamp and Laser Printers	\$616.00000USD
	PR11474	Tue, 18 Mar, 2003	Ordered	afc test 3/18	\$89.40000USD
	PR11345	Thu, 13 Mar, 2003	Ordered	Sandy microscope slides	\$850.00000USD
	PR11251	Wed, 12 Mar, 2003	Ordered	Filing Folders	\$21.00000USD
	PR11235	Wed, 12 Mar, 2003	Ordered	Second order of paper	\$347.00000USD
	PR11231	Wed, 12 Mar, 2003	Ordered	paper	\$347.00000USD
	PR11055	Thu, 6 Mar, 2003	Ordered	book display	\$798.95000USD
	PR10996	Wed, 5 Mar, 2003	Canceled	paper	\$72.90000USD
	PR10559	Mon, 10 Feb, 2003	Ordered	feb 10 2003	\$44.41000USD
	PR10331	Tue, 28 Jan, 2003	Received	Mark	\$6.43000USD

© 1996-2002 Ariba, Inc. All Rights Reserved

Start | Citrix Program Neigh... | Inbox - Microsoft Ou... | Microsoft PowerPoin... | Ariba Request Sta... | 11:38 AM

Click on your underlined PR

Finding your Order

Ariba Requisition Details - Microsoft Internet Explorer

Address: <https://buys-www-01.buysense.com/Ariba/Buyer/aw?ih731dl0a821000=awsns&aws=uop6F1ukgbRV1i6i&awr=5>

PR129071 ← **THIS** Your PR number appears here BUT your order number

Status: Received

These are the details of your requisition. You can click on the links to view the requisition details, or submit the request for action(s).

[Back to Status](#) [Print](#)

Form Approval Flow Orders Receipts History

Title - Requisition

Title: THIS IS A TEST...do not fill

Agency: 194

FY: 2003

PO Category: 2003

Entity Header Cross Reference:

Line Items

No.	Type	Order	Description	Qty	Unit	Price	Amount	Action
1		<u>PO74197</u>	This is a test...DO NOT FILL	10	each	\$10.00000USD	\$100.00000USD	Detail

Supplier: DGS Department of General Services This is a test...DO NOT FILL

Contact: DGS-DPS Division of Purchase & Supply

Commodity Code: Business cards

Contract Number:

Click on the underlined Order number

Requisition: Approved eVA Order



Address <https://buys-www-01.buysense.com/Ariba/Buyer/aw?ih734b05300q0ae2a000=awsn&aws=uop6FIukgbrV1i6i&awr=6> Go Back Links

Welcome Sievert, Bob last visit 7/11/2003 10:04 AM eVA

Home Help Status: Received

DO74197

When clicking on the order number, this screen displays. You can now print the order if necessary.

These are the details of your order. You can print the order, or submit the request for required action(s).

Back

Print

Form Approval Flow Receipts History

Title - Direct Order

Ariba Order ID: [DO74197](#)

Title: THIS IS A TEST...do not fill

Supplier: [DGS Department of General Services](#)

Contact: [DGS-DPS Division of Purchase & Supply](#)



Purchase Order ERP Status:


Line Items

Type	ReqID	No.	Qty	Unit	Description	Supplier Part Number	Price	Amount	Action
	PR129071	1	10	each	This is a test...DO NOT FILL		\$10.000000USD	\$100.000000USD	Detail

Supplier: [DGS Department of General Services](#) This is a test...DO NOT FILL

Contact: [DGS-DPS Division of Purchase & Supply](#)

Links  Customize Links >> Address  https://cust-9.buysense.com:465/render/1NV5POE8KVXSM Go



Order No. PCO18

Issued on Fri Feb 01 10:52:49 EST 2002
Created on Fri Feb 01 10:52:49 EST 2002 by Xa Moderate

Supplier:
HANTOVER INC
10301 Hickman Mills Drive
Kansas City MO 64137
United States
Phone: 8008212227
Fax: none
Contact: none
TIN:
Vendor FIN: 440274436

The order number will either begin with PC for Purchase Card orders or DO for Direct Orders.
Once this screen appears, you can select FILE and PRINT from the top of your screen to generate a printed copy to your local printer.

Item	Item Number	Unit	Quantity	Description	Need By	Unit Price	Extended Amount	Contract Number
1	545222	each	12	BANDANA MIRA COOL NAVY BLUE 6700 ROYAL		\$ 2.88	\$ 34.56	

Done

Let's review various order results...

If all items are from the same vendor and going to the same address, then one order is created

If your requisition has more than one vendor and/or more than one shipping destination, multiple orders are created

Let's look at some examples . . .

Requisitions: Examples of Orders

How many orders will be created in each of these situations?

Example 1

5 catalog items

2 suppliers

1 shipping address

Answer: 2 Orders

Example 2

3 catalog items

1 non-catalog item

1 supplier

1 shipping address

Answer: 1 Order

Example 3

2 catalog items

1 supplier

2 ship-to-addresses

Answer: 1 Order

Example 4


5 non-catalog items

1 supplier

2 supplier locations

Answer: 2 Orders

Requisitions: Accessing Status



Welcome eVA Requestor1 last visit 1/14/2001 9:56 PM

buysense

HomeLogoutPreferencesToggle TipsToggle CurrencyHelp

Approve

Needs Approval0

Status

Composing16

Submitted1

Approved0

Denied0

Create

Requisition

Explore

Saved Searches

System Searches

Catalogs

Folders

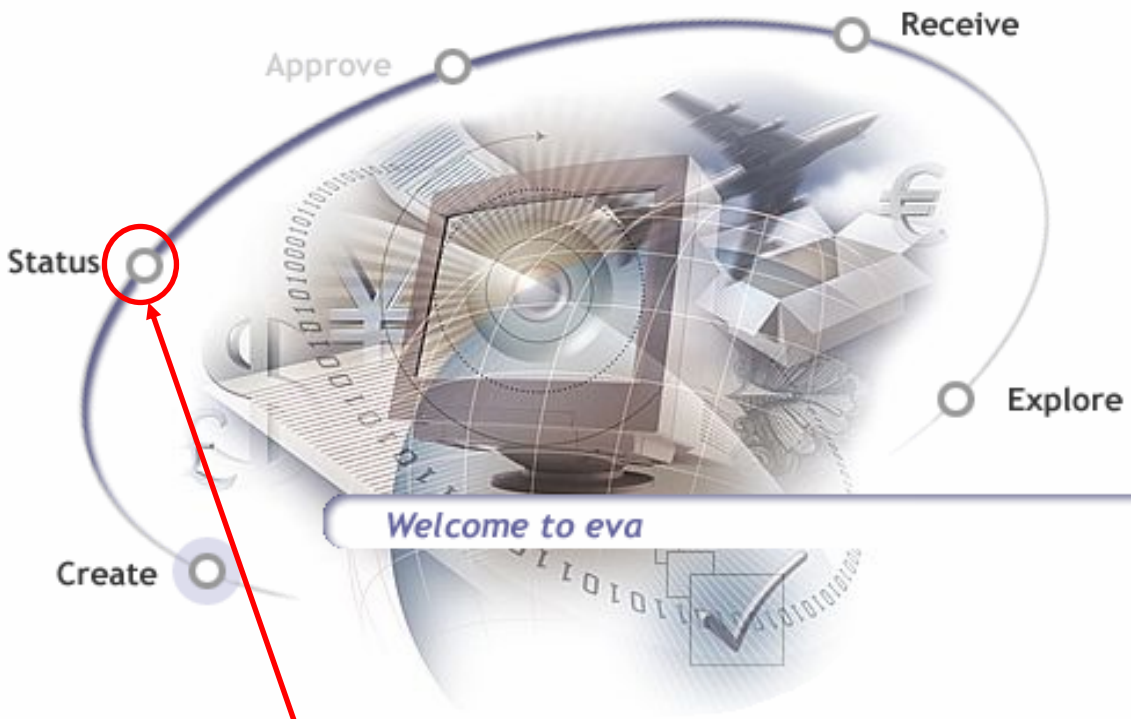
Report

Saved Reports

Standard Reports

Reconcile

Charges



Status

Approve

Receive

Explore

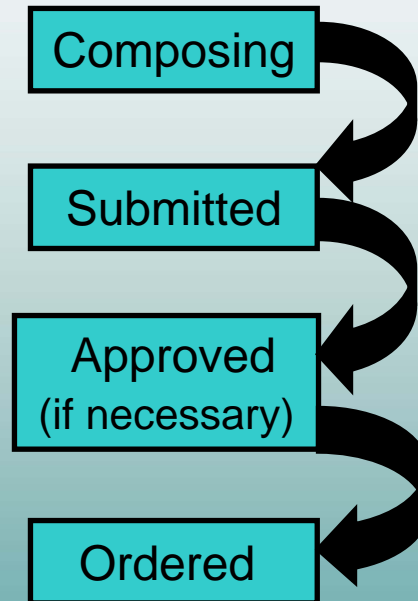
Create

Welcome to eva

You may access an existing requisition or determine the status by clicking on **Status** on the Swoosh screen . . .

[Return to Portal](#)

Each requisition normally goes through 4 stages and eVA tracks the “status”



Requisitions: Status screen



Welcome eVA Requestor1 last visit 1/11/2001 2:32 PM eVA

buysense

HomeLogoutPreferencesToggle TipsToggle CurrencyHelp

Status

Status

Composing2

Submitted5

Approved2

Denied0

Show All9

This **Status** screen gives a list of your requests that can be sorted, copied, edited or deleted

CopyDelete

If you click on the **ID** for a requisition in **COMPOSING** status.....

Type	ID	Created Date	Status	Title	Amount
<input type="checkbox"/>	PR198	Today, 3:51 PM	Submitted	Multi-item Requisition	\$59.66USD
<input type="checkbox"/>	PR192	Today, 2:38 PM	Composing	Untitled Requisition	\$6.50USD
<input type="checkbox"/>	UP172	Today, 12:08 PM	Submitted	User Profile Changes for eVA Requestor1	
<input type="checkbox"/>	PR167	Today, 10:55 AM	Submitted	folders	\$19.30USD
<input type="checkbox"/>	PR166	Today, 10:53 AM	Submitted	copier paper	\$5.18USD
<input type="checkbox"/>	PR162	Today, 10:09 AM	Submitted	pens	\$20.00USD
<input type="checkbox"/>	PR161	Today, 9:56 AM	Received	Colored Copier Paper	\$6.40USD
<input type="checkbox"/>	PR160	Today, 9:52 AM	Composing	Untitled Requisition	\$0.00USD
<input type="checkbox"/>	UP150	Today, 9:51 AM	Processed	New User Profile for eVA Requestor1	

Move to Folder

Archive Items

+

Requisition: Completing an Order



Welcome eVA Requestor1 last visit 1/11/2001 2:32 PM eVA

buysense

Home Logout Preferences Toggle Tips Toggle Currency Help

PR192 - Untitled Requisition Status: Composing

These are the details of the request you selected. Depending on its status, you can edit, change, cancel, or submit the request for approval. You can also copy the request and print the details. Review your request and take the desired action(s).

Edit Submit Print

Form Approval Flow Orders Receipts History

You can click Edit to Open it

Title: Untitled Requisition

Agency: (no value)

FY: (no value)

Entity Header Cross Reference:

Line Items

No.	Type	Description	Qty	Unit	Price	Amount	Action
1		Lamp (Luxo/Ledu) black	1	each	\$6.50USD	\$6.50USD	Detail

Supplier: Central Stores

From Requisition to Ordered



Ariba Requisition Details - Microsoft Internet Explorer

File >> Back >> Search Favorites History >> Links >> Customize Links >> Address e.com:465/Ariba/Buyer/aw?71433520002=awsn&aws=ULadEFWa9mMEzG7R&awr=1s >> Go

Welcome Moderate, Xa

Home Logout Preferences Toggle Tips Toggle Currency Help

PR63 - Untitled Requisition **Status: Ordered**

Here's a requisition that is in ordered status

The change, cancel, or submit the request for approval. You can also copy the request and print the details. Review your request and take the desired action(s).

Cancel Requisition Receive Print

Form Approval Flow **Orders** Receipts History

Order ID	Created Date	Status	Title	Amount
PCQ18	Today, 10:52 AM	Ordered	Untitled Requisition	\$391.68USD

Back to

To view how an electronic order may look to the vendor, click on Ordered.

Done Internet

Start POPUP ... Group ... Microso ... Mail To ... Ariba ... Microso ... 10:56 AM

From Requisition to Order



Click here to
return to
former screen

Back to Ariba Buyer Requisition Status

Help

Order Detail Order History Status History

Order Detail

Attachment(s)

Purchase Order: DO74197 **Status: Sent** **Order Status: Unconfirmed**

Order submitted on: Saturday 22 Mar 2003 7:43 PM GMT+00:00
Received by Ariba Supplier Network on: Saturday 22 Mar 2003 7:43 PM GMT+00:00

Supplier:
Division of Purchases and Supply
805 East Broad Street
PO Box 1199
Richmond, VA 23218-1199
United States
Phone: +1 (804) 692-0891
Fax: +1 (804) 225-3707
Email: eva-catalog-manager@dgs.state.va.us

Bill To:
DGS - DEPARTMENT OF GENERAL SERVICES
P.O. Box 404
Richmond, VA 23218-0404
United States
Phone: 1(804)786-2076
Fax: 1(804)371-8425
Email:

Ship All Items To:
DGS - DIVISION OF PURCHASES & SUPPLY
805 East Broad Street, 4th Floor
Richmond, VA 23219
United States
Ship To Code: A19408
Phone: 1(804)786-8873
Email: bsiefert@dgs.state.va.us

Deliver To:
Siefert, Bob
DGS - DIVISION OF PURCHASES & SUPPLY

Additional Order Information:
Entity Header Cross Reference:
Ordering Agency: Department of General Services
Ordering Person: Siefert, Bob
Ordering Person Phone Number: 804-786-5079
Ordering Person Email: bsiefert@dgs.state.va.us
This order is subject to the Terms and Conditions of the Commonwealth of Virginia Vendors Manual and any revisions thereto, as published by the Department of General Services, Division of Purchases and Supply, as well as any additional attached Terms and Conditions, Terms and Conditions set forth in the applicable contract, Terms and Conditions set forth in the applicable solicitation, and/or Terms and Conditions otherwise incorporated by reference. Effective July 1, 2003, orders will be subject to an eVA transaction fee of 1%, capped at \$500, that will be invoiced to your company by American Management Systems. Price(s) include shipping FOB destination unless otherwise stated herein. The Vendors Manual and eVA information is available at www.eva.state.va.us. NOTE: This public body does not discriminate against faith-based organizations.

Comments:

You can research order detail or history





Ignore "unconfirmed" status; this does not mean the order did not go to the vendor (you can see actual order status under "Order History" tab)

Congratulations!

**You've completed "Requisitioning/Ordering" Training
Good luck !**

***Visit our website (www.eva.state.va.us) for additional
training materials on Change Orders, entering Credit
Card Information, Quick Quote, etc.***

If you need assistance . . .

-  ***contact your organization eVA trainer***
-  ***send an email to support@buysense.com***
-  ***call the eVA toll free helpline at 866-289-7367***
-  ***call VA customer service 804-786-3842***